

AGENDA
FOR
31ST MEETING
OF
BOARD OF DIRECTORS
OF
HARYANA STATE ROADS AND BRIDGES
DEVELOPMENT CORPORATION LTD.

DAY : MONDAY
DATE : 09.06.2008
TIME : 10:00 A.M

IN THE OFFICE OF FCPW, HARYANA, ROOM NO. 303,
3RD FLOOR
MINI SECRETARIAT, HARYANA
SECTOR-17, CHANDIGARH

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AGENDA ITEM NO. 31.01

LEAVE OF ABSENCE

Leave of absence may be granted to the Directors who have shown their inability to attend the meeting.

Sr. No.	Name	Designation	Present / Absent
1.	Sh. K. K. Jalan, IAS	Chairman	
2.	Sh. Hardeep Kumar, IAS	Director	
3.	Sh. Mahesh Kumar, E-I-C	Director	
4.	Sh. B. S. Singla	Managing Director	

AGENDA ITEM NO. 31.02

TO CONFIRM THE MINUTES OF 30th MEETING OF THE BOARD OF DIRECTORS.

Minutes of the 30th meeting of the Board of Directors of the Corporation held on 20.02.2008 are enclosed. The Board is requested to confirm the same and pass the following resolution:-

“RESOLVED THAT the minutes of the 30th meeting of the Board of Directors held on 20.02.2008 be and are hereby approved and confirmed.”

MINUTES OF 30TH MEETING OF BOARD OF DIRECTORS OF HARYANA STATE ROADS & BRIDGES DEVELOPMENT CORPORATION LIMITED HELD ON 20.02.2008 AT 2.30 PM IN THE OFFICE OF SPECIAL SECRETARY, FINANCE, CIVIL SECRETARIAT, CHANDIGARH.

Present:

1. Sh. K.K.Jalan, IAS (Chairman)
Commissioner & Secretary to
Govt. Haryana, Public Works (B& R) Department.
2. Sh. Hardeep Kumar, IAS (Director)
Special Secretary, Finance.
3. Sh. Mahesh Kumar, (Director)
Engineer-in-Chief,
Haryana PWD (B&R) Deptt.
4. Sh. B.S.Singla, (Managing Director)
Chief Engineer,
Haryana PWD B&R Branch, Chandigarh

ITEM NO 30.01

LEAVE OF ABSENCE

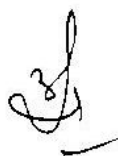
All the Directors were present.

ITEM NO. 30.02

TO CONFIRM THE MINUTES OF 29th MEETING OF THE BOARD OF DIRECTORS.

Minutes of the 29th meeting of the Board of Directors of the Corporation held on 31.12.2007 as circulated to members of the Board were considered and confirmed. The Board passed the following resolution:

“RESOLVED THAT the minutes of the last meeting of the Eoard of Directors held on 31.12.2007 as circulated to the members of the Board be and are hereby approved and confirmed.



ITEM NO. 30.03

FOLLOW UP ACTIONS ON THE DECISIONS TAKEN IN THE PREVIOUS MEETING OF BOARD OF DIRECTORS HELD 31.12.2007.

The Board took note of the actions taken on the decisions of the last Board Meeting held on 31.12.2007.

ITEM NO. 30.04

TO CONSIDER AND APPROVE THE SHIFTING OF TOLL PLAZA NO. 26 ON KALA AMB SADHAURA SHAHBAD ROAD.

The Board desired that the report from the Committee headed by the Superintending Engineer, Chandigarh Circle be obtained within 10 days and thereafter, the necessary steps be taken on an urgent basis.

ITEM NO. 30.05

TO CONSIDER THE OPENING OF JOINT ACCOUNT IN THE NAME OF IMPLEMENTING AGENCY AND CEO, AMBALA.

The Board took note of the opening of joint account in the name of Implementing Agency and CEO, Ambala under Shivalik Development Agency

ITEM NO. 30.06

TO TAKE NOTE OF THE STATUTORY COMPLIANCE CERTIFICATE.

The Board took note of the Statutory Compliance Certificate signed by Chartered Accountant and Managing Director of the Corporation.

ITEM NO. 30.07

TO TAKE NOTE OF THE FINANCIAL RESULTS FOR THE PERIOD ENDING SEPTEMBER 2007.

The Board discussed in detail the financial results for the period ending September 2007 and desired that the Income Tax Authorities be pursued for the refund of income tax deducted at source by the Banks on the fixed deposits.



ITEM NO. 30.08

TO CONSIDER AND APPROVE THE ESTIMATE FOR THE PURCHASE OF FURNITURE FOR THE NEW BUILDING OF HSRDC.

The Board was informed that the Corporation has got its new building constructed at Panchkula. An estimate amounting to Rs. 19.94 lacs has been prepared for providing office furniture and other Utilities. Existing furniture has been taken into account while framing the estimate.

The Board approved the estimate of Rs. 19.94 lacs for the purchase of the furniture and authorized the Managing Director to take all necessary steps for the purchase of the said furniture.

ITEM NO. 30.09

TO TAKE NOTE OF THE FUNDS DEPOSITED WITH STATE BANK OF PATIALA, SECTOR -7, CHANDIGARH.

The Board took note of the deposit of the funds with the State Bank of Patiala, Sector-7, Chandigarh amounting to Rs. 157.27 crores received from Director, Panchayat Chandigarh for LADT works (Rural) and Rs. 107.00 crores under LADT (Urban) Scheme.

ITEM NO. 30.10

TO TAKE NOTE OF THE WORKS EXECUTED BY HSRDC.

The Board took note of the various works being executed by the Corporation and also took note of appointments of Consultants, Managers, Assistant Managers etc. from the market for a fixed period for the proper execution of the various works.

ITEM NO. 30.11.1

TO CONSIDER AND APPROVE THE APPOINTMENT OF FIRM OF CHARTERED ACCOUNTANTS.

The Board was informed that the term of appointment of M/s V. Kaushik & Co., Delhi based Chartered Accountants is expiring on 31.03.2008. The Board was further informed



that the Corporation had invited the quotations from the other firms of Chartered Accountants based in Chandigarh. The Board took note of the quotations of all the firms and after detailed deliberations, the Board approved the appointment of M/s Sushil K. Singla & Co., Chartered Accountants for a period of one year at a fee of Rs. 20,000/- P.M. plus service/profession tax, if any.

ITEM NO. 30.11.2

TO RATIFY THE USE OF CORPORATION FUNDS FOR CONSTRUCTION OF BPS MAHILA VISHWAVIDHYALYA, KHANPUR KALAN, SONEPAT.

The Board ratified the use of Corporation funds to the tune of Rs. 6.83 crores for the construction of BPS Mahila Vishwavidhyalya Khanpur Kalan, Sonapat and also accorded its consent to utilize Corporation's funds for the completion of the buildings till the receipt of the funds from the client which would be later on credited to the Corporation's account.

There being no other item to be discussed, the meeting ended with the vote of thanks to the chair.



B.S. Singla
Managing Director,



K.K. Jalan IAS
Chairman

AGENDA ITEM NO. 31.03

FOLLOW UP ACTIONS ON THE DECISIONS TAKEN IN THE PREVIOUS MEETING OF BOARD OF DIRECTORS HELD 20.02.2008.

Item No.	Item	Follow up action
30.01	No leave of absence was granted since all the Directors were present.	No action required.
30.02	To confirm the minutes of 30 th meeting of Board of Directors.	No action required.
30.03	The Board took note of the actions taken on the decisions of the last Board Meeting held on 20.02.2008.	No action required.
30.04	The Board desired that the report from the Committee headed by the Superintendent Engineer, Chandigarh Circle be obtained within 10 days for shifting of toll plaza No. 26 on Kala Amb Sadhaura Shahbad Road and thereafter, the necessary steps be taken on an urgent basis.	As per the Traffic Census received from Committee vide letter no 1148 dated 11.3.2007 no extra amount becomes due for payment. Again, as per Toll collection report sent vide SE, Chandigarh letter no. 2180 dated 19.5.08 no extra amount becomes due. Now, again report of Committee has been received vide SE Chandigarh No. 2442 dated 30.05.2008. There is a confusion in the report received from the Committee for which clarification has been sought from the Committee.
30.05	The Board took note of the opening of the joint account in the name of implementing agency and CEO, Ambala under Shivallik Development Agency.	No action required.
30.06	The Board took note of the Statutory Compliance Certificate.	No action required.
30.07	The Board discussed in detail the financial results for the period ending September 2007 and desired that the Income Tax Authorities be pursued for the refund of income tax deducted at source by the Banks on the fixed deposits.	The Appeal is pending with the Tribunal. The next hearing is on 02.07.2008
30.08	The Board approved the estimate of Rs. 19.94 lacs for the purchase of the furniture and authorized the Managing Director to take all necessary steps for the purchase of the said furniture.	Necessary action has been taken.

30.09	The Board took note of the deposit of the funds with the State Bank of Patiala, Sector-7, Chandigarh amounting to Rs. 157.27 crores received from Director, Panchayat Chandigarh for LADT works (Rural) and Rs. 107.00 crores under LADT (Urban) Scheme.	No action required.
30.10	The Board took note of the various works being executed by the Corporation and also took note of appointments of Consultants, Managers, Assistant Managers etc. from the market for a fixed period for the proper execution of the various works.	No action required.
30.11.1	The Board approved the appointment of M/s Sushil K. Singla & Co., Chartered Accountants for a period of one year at a fee of Rs. 20,000/- P.M. plus service/profession tax, if any.	No action required.
30.11.2	The Board ratified the use of Corporation funds to the tune of Rs. 6.83 crores for the construction of BPS Mahila Vishwavidhyalya Khanpur Kalan, Sonapat and also accorded its consent to utilize Corporation's funds for the completion of the buildings till the receipt of the funds from the client which would be later on credited to the Corporation's account.	Funds have been received from BPS Mahila Vishwavidhyalya Khanpur Kalan, Sonapat and credited back to Corporation's account.

AGENDA ITEM NO. 31.04

TO CONSIDER AND APPROVE THE CREATION OF PROJECT IMPLEMENTATION UNIT (PIU) IN THE CORPORATION.

The Corporation has been assigned with the execution of following 4 NCR Packages.

1. Muthal-Sonepat-Sampla-Jhajjar-Dabri road and Gurgaon Farrukhnagar – Jhajjar road
2. Rainahra Bahadurgarh road and Rohtak-Kharakhoda-Delhi road
3. Hodal – Nuh- Pataudi road
4. Gurgaon-Nuh-Rajasthan Border

The total estimated cost for execution of these projects is Rs. 864 Crores. In order to execute these above works, a separate Project Implementation Unit with skeleton staff is required to be created in the Corporation with the following Officers/Officials. The Staff of the PIU for all the 4 packages is proposed as under:-

- (A) One Superintending Engineer for all the four packages
- (B) Staff for each Packages (Total 4 Packages)

- i) One Executive Engineer
- ii) Two S.D.E.'s.
- iii) Four I.E.s.
- iv) One Senior Accounts Clerk (SAC).
- v) One Head Draftsman
- vi) One Computer Operator, and
- vii) One Peon

The Board is requested to approve the creation of Project Implementation Unit with the above Officers/Officials and authorise the Managing Director to do all acts, deeds and things for giving effect to this decision.

AGENDA ITEM NO. 31.05

TO CONSIDER AND APPROVE THE CONSTITUTION OF TENDER OPENING COMMITTEE, TENDER EVALUATION COMMITTEE & TENDER ALLOTMENT COMMITTEE FOR NCR WORKS.

The Corporation has been assigned with the execution of following 4 NCR Packages.

1. Murtal-Sonepat-Sampla-Jhajjar-Dadri road and Gurgaon Farukhmagar - Jhajjar road
2. Rainahtra Bahadurgarh road and Rohtrak-Kharkhoda-Delhi road
3. Hotal - Nuh- Paraudi road
4. Gurgaon-Nuh-Rajasthan Border

After taking approval from the Govt., the following Tender Opening Committee, Tender Evaluation Committee & Tender Allotment Committee were constituted for these packages.

- i) Engineer-in-Chief, Haryana PWD (B&R) Branch, Chandigarh.
- ii) Chief Engineer (NABARD), Haryana, PWD B&R Branch
- iii) Chief Engineer (Roads), Haryana, PWD B&R Branch
- iv) MD (HSRDC) / Chief Engineer (NCR)
- v) Representative from the Finance Department not below the Rank of Joint Secretary
- vi) Representative of LR not below the rank of Joint LR.

A request was received from L.R. & Secretary to Govt. Haryana vide his letter No 1183 dated 22.4.08 that the function of the aforesaid committee was highly technical and purely administrative in nature and in fact requires no legal assistance and he requested to withdraw the representative of Law and Legislative Department, Haryana as a member of the aforesaid committee. Similarly, a representative Finance Department not below the rank of Joint Secretary was member of the committee who did not attend any meeting Where as one meeting was attended by Under Secretary Finance and other by

Superintendent, The Finance Department vide their endst. No. letter No. 25.2.2008/3DICW/1355/08 dated 23.4.08 shown their inability to attend the meetings.

Keeping in view of the above, the above committees were reconstituted as follows:-

- i) Engineer-in-Chief, Haryana PWD (B&R) Branch, Chandigarh.
 ii) Chief Engineer (NABARD), Haryana, PWD B&R Branch
 iii) Chief Engineer (Roads), Haryana, PWD B&R Branch
 iv) M D (HSRDC) / Chief Engineer (NCR)
 v) General Manager/S.E. (HSRDC)
 vi) Accounts Officer (HSRDC)
- The Govt. has already approved the constitution of the above said Committees.
 The Board is requested to consider and approve the same.

AGENDA ITEM NO. 31.06

DELEGATION OF POWERS TO MANAGING DIRECTOR FOR APPROVING TENDERS UPTO THE VALUE OF RS. 5.00 CRORE.

Till date, the tenders upto Rs. 5.00 crore are being decided by M.D. (HSRDC) and above Rs. 5.00 crore by the following Committee.

1. The Engineer-in-Chief,
Haryana PWD B&R Branch,
Chandigarh.
Chairman
2. Chief Engineer, (N&P)
Haryana PWD B&R Branch, Chandigarh.
Member
3. Managing Director,
Haryana State Roads & Bridges
Development Corporation Ltd., Chandigarh.
Member
4. Representative of Client Deptn. (if any).
Member
5. An Architect or any other Chief Engineer with the Committee
(if desired by E-in-C and M.D., HSRDC)

The matter was discussed in the meeting held under the Chairmanship of Hon'ble P.W.M for PMGSY works in which it was desired that in view of revised financial powers vide Govt. No. 44/155/05-5(B&R)(W) dated 25.02.2008, the tenders upto Rs. 5.00 crores be decided by M.D. (HSRDC) and above Rs. 5.00 crores by the following Committee :-

1. The Engineer-in-Chief,
Haryana PWD B&R Branch,
Chandigarh.
Member
2. Senior most C.E. of PWD (B&R)
Member
3. Concerned Chief Engineer i.e.
C.E. (Roads) for road/toll works
C.E. (Bldg.) for building works
C.E. (Bridges) for bridge works
Member

The Board is requested to consider and approve the same.

The minimum quorum shall be three members.

- 5. Representative of Client Deptt. (if any).
Member
- 4. Managing Director,
Haryana State Roads & Bridges
Development Corporation Ltd, Chandigarh.
Convener

AGENDA ITEM NO. 31.07

CLOSURE OF TOLL POINT NO. 7 AT FATEHABAD BHATTU KALAN BHADRA ROAD (UP TO RAJASTHAN BORDER).

It is brought to the notice of the Board that the above toll was notified by Government vide their Notification No.9/106/2001-3 B&R (Works) (Toll-7) dated 9.9.2003. The bids were invited for the allotment of Toll Points No.-7, and this Toll was allotted to Sh. Shashi Ram at a consideration of Rs. 3.00 lacs for a period of one year. After the expiry of the agreement, the tenders were invited. The bids for this toll point was invited three times but no toll agent came forward for this work as the toll collection was too low. The toll is being collected Departmentally.

Now, Superintending Engineer, Hissar Circle vide his letter No.1679 dated 5.5.08 has intimated that toll collection at Toll Point No.7 on Fatehabad Bhattu Kalan Bhadra Road (Up to Rajasthan border) is as under:-

Sl. No.	Period	Amount of toll collected
1.	04.10.07 to 31.10.07	Rs.7,600.00
2.	01.11.07 to 30.1.07	Rs.8,150.00
3.	01.12.07 to 31.12.07	Rs.8,810.00
4.	01.01.08 to 31.01.08	Rs.7,460.00
5.	01.02.08 to 29.02.08	Rs.4,910.00
6.	01.03.08 to 31.03.08	Rs.5,480.00

The Superintending Engineer, Hissar Circle has also intimated that TA/DA and other expenses of staff and tent etc. depured on this toll point are approximately Rs.7200/- per month which is more than the amount of toll collection (per month). He has recommended that keeping in view the circumstances, aforesaid toll point may kindly be closed. In view of the position explained above, Board is requested that necessary approval may please be accorded for the closure of toll point No. 7 on Fatehabad Bhattu Kalan Bhadra Road (Up to Rajasthan Border) and authorize the Managing Director to refer the case the Government for its approval.

AGENDA ITEM NO. 31.08

TO CONSIDER AND APPROVE THE REVISED COST ESTIMATES FOR CONSTRUCTION OF OFFICE BUILDING OF HSRDC.

The Board in its meeting held on 07.07.2006 had accorded the administrative approval for the construction of office building in Panchkula at the cost of Rs. 153.40 lacs. Now the construction work has already been completed. During the execution of the work, some extra work, due to changes in the specification, is required to be done. Some additional works have been executed at site which were not provided in the approved cost estimate. Moreover, there is a difference in between store issue rate and market rate for cement and steel. Due to the above reasons, the total cost has been increased and revised rough cost estimate amounting to Rs. 274.75 lacs has been prepared by the PWD (B&R), the comparative statement showing excess and saving between rough cost estimate and revised rough cost estimate for the construction of office buildings of HSRDC is placed below for the perusal of the Board.

The Board is requested to accord administrative approval to the estimate submitted by PWD (B&R), for Rs. 274.75 lacs.

**Comparative Statement Showing Excess and Saving between Rough cost estimate and Revised rough cost estimate for the construction of
Haryana State Road Development Corporation in sector 2, Panchkula.**

Sr. No	Description of item	Amount as per approved Estimate.			Amount as per Revised estimate			Excess	Saving
		Qty.	Rate	Amount	Qty.	Rate	Amount		
1. BUILDING PORTION:									
(i)	Basement floor	237.71 Sq.m.	6275/-	1491630/-	237.71 Sq.m.	6825/-	1622371.00	130741.00	-
(ii)	Ground floor	456.44 Sq.m.	6275/-	2864161/-	456.44 Sq.m.	6825/-	3115203.00	251042.00	-
(iii)	First Floor	439.86 Sq.m.	6275/-	2760121/-	439.86 Sq.m.	6825/-	3002044.00	241923.00	-
(iv)	Second Floor	373.71 Sq.m.	6275/-	2345030/-	373.71 Sq.m.	6825/-	2550570.00	205540.00	-
(v)	Third Floor	34.33 Sq.m.	6275/-	215420/-	34.33 Sq.m.	6825/-	234302.00	18882.00	-
(vi)	Extra for deeper foundation.	-	-	-	456.44 Sq.m.	700/-	319508.00	-	319508.00
2. SERVICES:									
(i)	Provision for E.I. internal services. @ 500/- Per Sqm. as per S.E. Elect. Karnal No. 737 dt. 11/05/2007.	Provision.	8% bld. Cost	774109.00	1542.05 Sq.m.	500.00	771025.00	-	3084.00
(ii)	Provision for P.H. estate services @ 5% of the building cost Rs.10843998.00	Provision.		650000/-	Provision.		650000.00	-	-
				96,76,362/-			1,08,43,998.00	8,48,128.00	319508.00

(iii)	Provision for P.H. Internal Services @ 5% of the building cost Rs.10843998.00	Provision.			387054.00	Provision.		433760.00	46706.00	
(iv)	Provision for land development @ 1% of the building cost. Rs.10843998.00	Provision.			96764.00	Provision.		108439.00	11675.00	
(v)	Provision for Fire fighting system.	-			2000000.00	Provision.		2000000.00	-	
(vi)	Provision for fire Alarm.				1025000.00	Provision.		1025000.00	-	
3.	Providing and fixing 12mm both side pre-laminated particle board in door shutter Al. Partition including cutting and fixing complete (N.S.)	-			-	2251.00 Sft	1418.00	296646.00	296646.00	-
4.	Providing and fixing Aluminium glazing with standard Aluminium tapuar section 3mm thick for fixed glazing.	-			-	10377.00 Kgs	361.00	3746097.00	3746097.00	-
5.	Providing and fixing alm. Glazing for open able doors and widows complete. (N.S.)	-			-	3633.00 Kgs	371.00	1347843.00	1347843.00	-

6.	Providing & fixing plate glass 5 mm thick with rubber gasket in Al. Glazing complete in all respect (N.S.)	-	-	-	-	543.81 Sqm.	787.00	427978.00	427978.00	-
7.	Providing and fixing Jaisalmer Stone	-	-	-	-	67.15 Sqm.	960.00	46664.00	46664.00	-
8.	Providing and fixing Baroda Green Marble	-	-	-	-	154.83 Sqm.	1898.00	293867.00	293867.00	-
9.	Providing & fixing White Marble.	-	-	-	-	66.89 Sft.	1552.00	103813.00	103813.00	-
10.	Providing & fixing arms strong false ceiling as per design & drawing sample (N.S.)	-	-	-	-	1208.00 Sft.	861.00	96656.00	96656.00	-
11.	Providing & fixing wooden flooring or tiles of 10 mm thick of size 6" X 3' as per approved design & drawing.	-	-	-	-	623.00 Sft.	2275.00	131722.00	131722.00	-
12.	Providing & fixing Gypsum board false ceiling as per design & drawing (N.S.)	-	-	-	-	118.00 Sft.	1184.00	139712.00	139712.00	-
13.	Providing & fixing copper gas pipe in wall & kitchen.	-	-	-	-	25.00 Rmt.	Provision	100000.00	100000.00	-

14.	Providing and fixing MS D-Shape pipe stair railing with 40 X 5 X 5 mm thick flat and 3/4" vertical post complete (N.S.)	-	-	-	341.89 Rtl.	1855.00	634206.00	634206.00	-
15.	Making half round moldings for marble and granite stone.	-	-	-	156.00 Mtrs.	Provision	30000.00	30000.00	-
16.	Providing and fixing vitrified tile of dark colour (N.S.)	-	-	-	72.23 Sqm.	1739.00	125608.00	125608.00	-
17.	Providing and fixing vitrified tile of size 60 X 60 in dark colour & coloured tile in flooring (N.S.)	-	-	-	190.00 Sqm.	1739.00	330410.00	330410.00	-
18.	Providing & fixing vitrified tile flooring of size 60 X 60 cm light colour laid with cement sand mortar 1:3 as above including fitting joints complete in all respect (N.S.)	-	-	-	549.14 Sqm.	1422.00	780877.00	780877.00	-

19.	Providing and fixing Black granite dark colour slab in flooring in dado including work top with cement sand mortar 1:3 including filling of joints with neat cement mixed with Pigment complete in all respect. (N.S.)					9.00 Sqm.	1861.00	16749.00	16749.00	
20.	Providing and fixing granite tile dado, wall lining or skirting of size 30cm X 60 cm with cement sand mortar 1:3 including filling of joints with white cement mixed with pigment complete (N.S.)					195.00 Sqm.	2490.00	485550.00	485550.00	
21.	Providing and fixing pre-polished chequered tile fixing in pavement with cement sand mortar 1:3 including filling of joints with neat cement mixed with pigment complete in all respect. (N.S.)					109.00 Sqm.	550.00	59950.00	59950.00	
22.	Providing and fixing 125micron thick P.V.C. sheet for water proofing in basement.					67.00 Sqm.	72.50	4857.00	4857.00	

AGENDA ITEM NO. 31.09

TO CONSIDER AND APPROVE THE FIXATION OF SERVICE CHARGES TO BE CHARGED FROM THE CLIENT DEPARTMENTS WHO INTENDS TO GET THE WORK EXECUTED THROUGH HSRDC.

The Board in its meeting held on 10.04.2006 had fixed the service charges to be charged from the client department who intended to get the work executed through HSRDC on the following pattern:

Sr. No.	Proposed Service Charges	Service provided
1.	1% of the total estimated cost	Preparation of estimates
2.	2% of the total estimated cost	Preparation of estimates and Design
3.	5% of the total estimated cost	Preparation of estimates, Design, Construction and Financial management.

In addition to above, it was decided that the Corporation should charge 1% of the total estimated cost for quality control and 1.5% for contingencies charges.

Presently, the Corporation has been assigned to execute the 4 NCR packages, the estimated cost for execution of these projects is Rs. 864 Crores. For the execution of these Deposit Works of Government Departments, the Corporation would be incurring lots of expenses and would require monetary assistance.

For Govt. works, HSRDC Charges are proposed as under :-

- i) For work above 100 crores, 1% of Project cost or actual administrative expenses which ever is higher.
- ii) For works less than 100 crores 2.5% of Project cost

The Board is requested to consider and approve the same

AGENDA ITEM NO. 31.10

TO CONSIDER AND APPROVE THE CHANGE OF REGISTERED OFFICE WITHIN THE CITY.

It is brought to the notice of the Board that the Corporation was incorporated on 13th May, 1999 having its Registered Office at P.W.D. Complex, Near Ghaggar Bridge on NH-73, Old Panchkula. As the Board is aware that the Corporation has constructed its own building situated at Bays No. 13-14, Sector-2, Panchkula and shifted the office in the first week of April, 2008, it is proposed that the Registered Office of the Corporation may be shifted at the new premises.

The Board is requested to approve the shifting of registered office within the city and pass the following resolution:

“RESOLVED THAT the Registered Office of the Corporation be shifted from P.W.D. Complex, Near Ghaggar Bridge on NH-73, Old Panchkula to Bays No. 13-14, Sector-2, Panchkula with immediate effect.”

“FURTHER RESOLVED THAT a name plate or board be affixed at the registered office and that the Company's name and address of the registered office be used or mentioned in legible character in all business letters, in all its bill heads and letter paper and in all its notices and other official publications, etc. pursuant to section 147 of the Companies Act, 1956.”

AGENDA ITEM NO. 31.11

TO CONSIDER AND APPROVE THE FIXATION OF REMUNERATION OF STATUTORY AUDITORS.

The shareholders in its meeting held on 30.09.2007 had authorized the Board of Directors to fix the remuneration of Statutory Auditors for the financial year 2006-07. The Statutory Auditors have completed the Audit for the financial year 2006-07 and submitted their offer for Statutory Audit Fee of Rs. 30,000/- and Rs. 10,000/- of Tax Audit Fee.

The Board is requested to consider and approve the same.

TO CONSIDER AND APPROVE THE APPOINTMENT OF INTERNAL AUDITORS.

As the Board is aware that the activities of the Corporation has increased manifold over the last 2-3 years. Earlier, the activities of the Corporation were restricted to floating the tenders for the allotment of Toll Plazas only. Now, the Corporation is also engaged in the construction of buildings, roads and bridges in the State of Haryana and the staff has also been increased.

In order to have a proper check on the activities of the Corporation, it is proposed that a firm of Chartered Accountants be engaged as Internal Auditors who would be assigned the job to check whether the Corporation is complying with the provisions of Statutory Acts which are applicable to the Corporation and submit its quarterly report to the Board. The Corporation has received the quotations from three firms of Chartered Accountants. The particulars of the Chartered Accountants along with fee to be charged by them is given as under:

M/s Vijay S Mathur & Co. # # 629, Sector 16 Chandigarh	Rs. 25000/- per quarter + service tax @ 12.36%
M/s H. Gupta & Associates 1624-A, Sector 35 Chandigarh	Rs. 21000/- per quarter + service tax @ 12.36%
M/s Vishav Jyoti Mahajan & Co Chowk Bharat Nagar Ferozepur Roac Ludhiana	Rs. 5000/- per month + service tax @ 12.36%

Keeping in view of the above, it is proposed that M/s Vishav Jyoti Mahajan & Co, Chartered Accountants may be engaged as Internal Auditors for the financial year 2008-09 at remuneration of Rs. 5,000/- per month + service tax @ 12.36% and authorize the Managing Director to finalize the scope of work with them.

AGENDA ITEM NO. 31.13

TO CONSIDER AND APPROVE THE APPOINTMENT OF LAWYERS.

The Government of Haryana has transferred the four NCR Projects from PWD (B & R) to the Corporation. The scope of the activities of the Corporation has been increased manifold. Keeping in view the past experience with the Contractors, the Corporation has to face some litigations with them. In the event of any litigation arising out of projects of NCR, the Corporation would be requiring services of Legal Experts. Since, there is no separate legal cell of the Corporation, it is proposed that a firm of lawyers may be appointed for seeking legal advice from them. A press release is being given inviting offers from the firm of lawyers for their appointment and the same is being uploaded on the web site of HSRDC.

The Board is requested to authorize the Chairman and Managing Director to take all steps for the appointment of legal advisor.

AGENDA ITEM NO. 31.14

TO CONSIDER AND APPROVE THE INCREASE IN THE REMUNERATION OF COMPANY SECRETARY.

M/s S. K. Sikka & Associates, Company Secretaries were engaged by the Corporation for Company Law Matters and at present drawing remuneration of Rs. 4,000/- per month. The Corporation has received a letter from M/s S. K. Sikka & Associates for increase in the retainerhip fee to Rs. 6,000/- per month giving the justification that with effect from 27.02.2006 all the Companies registered under the Companies Act, 1956 have been required to file the Return/Forms/documents through the electronic mode. Therefore, the Ministry of Corporate Affairs has amended the Companies (Central Government) General Rules and Forms to enable electronic filing of the documents. The process of filing these documents is very lengthy and takes a lot of time which further requires the follow up with the Ministry of Corporate Affairs to check the status of the documents filed whether these have been registered or not. Further, due to the increase in the work load, more visits of the Company Secretary are required.

The performance of the Firm is very good.

Keeping in view the performance and the increase in the volume of the work, it is proposed that the retainerhip fee of M/s S. K. Sikka & Associates, Company Secretaries may be increased from Rs. 4000/- to Rs. 6000/- per month.

AGENDA ITEM NO. 31.15

TO CONSIDER AND APPROVE THE APPOINTMENT OF MR. RAJESH SHARMA, CHARTERED ACCOUNTANT FOR FINALISATION OF ANNUAL ACCOUNTS FOR THE YEAR 2006-07 AND 2007-08.

It is brought to the notice of the Board that the annual account for the financial year 2006-07 have been got audited under the supervision of Mr. Rajesh Sharma, Chartered Accountant who was instrumental in preparing and finalizing the Balance Sheet for the year 2006-07. He has been on this job since April, 2008. These audited accounts are being sent to the Comptroller and Auditor General of India (CAG) for their comment on the Balance Sheet of 2006-07. In order to get the CAG Audit smoothly, it is proposed that the services of Mr. Rajesh Sharma, Chartered Accountant may continue to be taken and he may be paid consolidated sum of Rs. 45,000/- for the above services including finalization of balance sheet for the year 2007-08. The Managing Director may please be further authorized to engage him during the CAG Audit for the financial year 2007-08 and fix the remuneration to be paid to him.